



Indiana Department of Homeland Security

District Programs Information Bulletin

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TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Randal Collins
District Programs Branch Director, Field Services Division
Indiana Department of Homeland Security

Subject: Interim Guidelines for the Position Qualification System:
Communications Unit Leader

Purpose

The purpose of this Information Bulletin is to announce and disseminate the ***Interim Guidelines for the Position Qualification System: Communication Unit Leader***. This document is an addendum to the Indiana Incident Management Program Position Qualification System and provides guidance for those seeking qualification as a Communications Unit Leader (Type 3). This document provides guidance for those persons seeking historical recognition or for those seeking qualification through normal processes.

General

Each Indiana All Hazard Incident Management Team (Type 3) is required to have a Communications Unit Leader as a part of the formal team in accordance with the Indiana Incident Management Program. This interim guidance provides the parameters of Communications Unit Leader qualification for the State of Indiana and has been endorsed by both the State Administrative Agency (Indiana Department of Homeland Security) and the Statewide Interoperability Coordinators (Integrated Public Safety Commission).

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to fieldservices@dhs.in.gov.

Recruitment and Team Membership

Each All Hazard Incident Management Team in Indiana is encouraged to identify suitable candidates to be Communications Unit Leaders and officially roster them on their team. Any individual desiring to become a Communications Unit Leader is encouraged to begin completing requirements set forth in the guidance and submitting applications to IDHS. Persons desiring to become Communications Unit Leaders are encouraged to seek All Hazard Incident Management Team membership in their respective districts.

Interim Guidance

This guidance is tentative until guidance for all unit leader, manager, and supervisor positions are published in the near future. At such time, this guidance will be superseded by the Communications Unit Leader parameters set forth in that document. The qualifications and parameters in that document should mirror the guidance in this interim document.

Application Toolkit

Also attached to this email is the Communications Unit Leader Position Application Toolkit. This toolkit may be used as a job-aid. Persons seeking a Communications Unit Leader qualification may utilize this toolkit to assist them with compiling and documenting the requirements listed in the interim guidance.

Website

Both the interim guidance and the toolkit will be posted on the Indiana Incident Management Program webpage found at <http://www.in.gov/dhs/3357.htm>.

Questions

Any questions pertaining to this information bulletin or the Indiana Incident Management Program may be directed to Randal A. Collins, District Programs Branch Director, Rcollins@dhs.in.gov, 317-238-1762.